

FILED

MAY 17 2002

BEFORE THE BOARD OF COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

LANCASTER COUNTY CLERK

COUNTY BOARD POLICIES REGARDING
ABUSIVE LANGUAGE PHONE CALLS,
DIRECTOR LEAVE, LEGAL OPINION,
EMPLOYEE COMMUNICATIONS AND
GRANT SUBMITTAL

RESOLUTION NO. 02-0049

WHEREAS, pursuant to Neb.Rev.Stat. §23-104 (Reissue 1997), the County has the power to do all other acts that are required in order to exercise those powers granted by statute; and

WHEREAS, the Lancaster County Board of Commissioners (the Board) has recognized a need for generating policies for the efficient administration of County offices and functions; and

WHEREAS, the Lancaster County Board of Commissioners has requested that policies be drafted that provide guidance to the Board, its Directors and County employees for how the Board addresses various administrative duties; and

WHEREAS, these policies have been reviewed and presented to the Board at regularly scheduled staff meetings and the Board has requested that it be submitted to them for final approval; and

WHEREAS, the policies will read as provided in Attachment A, which is attached hereto and incorporated by this reference.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, Nebraska, that approval is hereby given for adoption and implementation of the policies designated herein.

DATED this 21 day of May, 2002 at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this 22nd day of
May, 2002.

David W. Johnson
Dep. County Attorney

GARY E. LACEY
Lancaster County Attorney

Ray A. Hume
Bernice Kell
Kenny Campbell
Bob Rockman
Larry Hestlin

GRANT SUBMITTAL POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS

Lancaster County Commissioners recognize that grants are an important source of funding, however, it is necessary to know where Lancaster County will seek funding. Many grants require some match by the recipient, thus the involvement of the County Board of Commissioners, the County Budget and Fiscal Officer, and the County Attorney's Office are essential. The County will develop a comprehensive grants/critical needs policy yearly. All officials will be asked to participate. The policy will be discussed annually during the budget process and a master list of grants will be developed. If an official becomes aware of a grant later in the fiscal year, it is required the Lancaster County Board be notified as soon as possible.

The County Board must give approval prior to submission of the grant. The completed grant application must bear the signature of the Chair of the County Board of Commissioners.

Accordingly, please forward the following information to the County Board Administrator a minimum of 15 days prior to the grant's due date (a form for providing this information follows):

1. Funding source
2. Grant due date
3. Amount requested
4. Other sources of funding anticipated
5. Contact person and phone number
6. One page summary of grant
7. One page budget summary
8. Number of years of funding requested
9. Is this grant a new or continuation grant
10. Indicate any future commitments
11. Indicate whether matching funds are required

GRANTS MANAGEMENT

If the County is expected to provide matching funds to the grant, the County Grants Manager will be the manager of the grant should it be funded, unless someone else is so designated by the County Board of Commissioners.

Matching funds include in-kind (time, space, equipment) or County funds to be directly contributed to the grant project.

Approved by the Lancaster County Board of Commissioners on 5-21, 2002.

By Bob Workman, Chair

LANCASTER COUNTY GRANT FORM

Submitted by: _____ Today's date: _____

(On behalf of: _____)

1. Funding source: _____
2. Grant due date: _____
3. Amount requested: _____
4. Other sources of funding anticipated:

Funding Source	In-kind	Cash	Committed	Pending
a.				
b.				
c.				
d.				

5. Project Contact: _____
Phone Number: _____
6. Number of years grant will run if funded: _____
7. This grant is: _____ New _____ Continuation
8. General purpose for grant: (2-3 sentences)
9. Attach a one page summary of grant
10. Attach a one page budget of grant.

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FEB 5 2004
LANCASTER COUNTY
CLERK

POLICY

RANDALL FUNDING AND DEVELOPMENT, INC. GRANT SUBMISSION

Randall Funding and Development, Inc. is under contract to provide grant writing services to Lancaster County. They have provided Lancaster County with a Strategic Funding Plan, which has been approved by the County. In addition, Lancaster County's contract with Randall Funding and Development, Inc. requires that before the Contractor prepares any grant application the County shall authorize them in writing to prepare and submit the application.

It shall be the policy of the Lancaster County Board to use the following procedure in the pursuit of a grant through Randall Funding and Development, Inc.:

1. A grant opportunity is identified by an elected/appointed official, the Chief Administrative Officer, or the Deputy Chief Administrative Officer, or other County employee.
2. The official, Chief Administrative Officer or Deputy Chief Administrative Officer contacts Lancaster County's Funding Advisor, John Izzo, of Randall Funding and Development, Inc., to notify him of interest in the grant.
3. Randall Funding will research the grant and talk with whomever contacted them regarding conditions of the grant. If requested, the Contractor will provide a copy of the Request for Proposal(RFP) for the grant. If an RFP is requested and provided, the County has five (5) working days for review. In certain situations, by mutual agreement the five working days can be adjusted. A copy of any RFP received should be sent to the County Commissioner's office in care of the Deputy Chief Administrative Officer.
4. Before the Contractor prepares the grant application the County must authorize them, in writing, to prepare and submit the application. The Contractor will discuss the grant with the contact from the County and will provide the Deputy Chief Administrative Officer with information regarding conditions of the grant, including the requirements for a County match. The County must provide a Letter of Authorization to the Contractor for the grant application preparation and submission. The Letter of Authorization must be signed by the County Board Chair following discussion at a County Board Staff Meeting.
5. The Contractor will work with the County office requesting the grant in order to gather information required to prepare the grant application.

6. At least one week prior to the grant submission date, the County office requesting the grant shall request time to be scheduled on a Thursday Staff Meeting of the Board of Commissioners to discuss the grant and, if electronic submission is requested, obtain permission to submit the grant electronically. If the grant is to be submitted in paper form, the signature on the grant application must be that of the Chair/Vice Chair of the Lancaster County Board of Commissioners.

Approved by Lancaster County Board of Commissioners on 2/10, 2004.

Signed: 

Ray Stevens, Chairman